

California State Library Human Resources Services Office

Library-Courts Building
P.O. Box 942837
Sacramento, California 94237-0001



CALIFORNIA
STATE LIBRARY
FOUNDED 1850

SUPERVISING LIBRARIAN II OPEN NON-PROMOTIONAL EXAMINATION

IT IS AN OBJECTIVE OF THE STATE OF CALIFORNIA TO ACHIEVE A DRUG-FREE STATE WORKPLACE. ANY APPLICANT FOR STATE EMPLOYMENT WILL BE EXPECTED TO BEHAVE IN ACCORDANCE WITH THIS OBJECTIVE, BECAUSE THE USE OF ILLEGAL DRUGS IS INCONSISTENT WITH THE LAW OF THE STATE, THE RULES GOVERNING CIVIL SERVICE, AND THE SPECIAL TRUST PLACED IN PUBLIC SERVANTS.

FINAL FILING DATE: May 29, 2007

WHO SHOULD APPLY: Applicants who meet the minimum qualifications as stated below.

HOW TO APPLY: Applications are available at the address below or on the State Personnel Board web site at www.spb.ca.gov/employment/stateapp.htm. **DO NOT SUBMIT APPLICATIONS TO THE STATE PERSONNEL BOARD.** Applications postmarked, personally delivered, or received via interoffice mail after the final filing date will not be accepted for any reason. Applications may be filed in person or by mail with:

California State Library
Human Resources Services Office
914 Capitol Mall, Room 215
P. O. Box 942837
Sacramento, California 94237-0001

EXAMINATION INFORMATION: Qualifications Appraisal Interview -- Weighted 100.00%. This examination will consist of a qualifications appraisal interview only. To obtain a position on the list, applicants must achieve a minimum rating of 70.00% in the interview. Candidates who do not appear for the interview will be disqualified. It is anticipated that interviews will be held during May/June, 2007.

SPECIAL TESTING INFORMATION: If you have a disability and need special testing arrangements, mark the appropriate box in Part 2 of the "Application for Examination." You will be contacted to make specific arrangements.

SALARY RANGE: \$5,092 - \$6,189 per month

ELIGIBLE LIST INFORMATION: An eligible list will be established for the California State Library. Eligibility expires 12 months after it is established. The list will be abolished 12 months after it is established unless the needs of the service and/or conditions of the list warrant a change in this period.

REQUIREMENTS FOR ADMITTANCE TO THE EXAMINATION: It is your responsibility to make sure you meet the education and/or experience requirements stated below.

NOTE: All applicants must meet the education and/or experience requirements for this examination by the final filing date. All applications/resumes must include "to" and "from" dates (month/day/year), time base, and civil service class titles. Applications/resumes received without this information will be rejected. Applications/resumes must contain the following information on all related college courses completed: title, semester or quarter units, name of institution, and completion dates.

Qualifying experience may be combined on a proportionate basis if the requirements stated below include more than one pattern and are distinguished as "Either" I, "or" II, "or" III, etc. For example, candidates possessing qualifying experience amounting to 50 percent of the required time of Pattern I, and additional experience amounting to 50 percent of the required time of Pattern II, may be admitted to an examination meeting 100 percent of the overall experience requirement.

MINIMUM QUALIFICATIONS:

EITHER I

One year in the California state service performing professional librarian duties at a level of responsibility equivalent to that of a Senior Librarian or a Supervising Librarian I.

OR II

Three years of experience performing professional librarian duties at a level of responsibility equivalent to that of a Librarian.

OR III

Four years of increasingly responsible and varied professional library experience such as having charge of small library or subordinate section of a major library, at least one year of which shall have been comparable in level or responsibility to a Supervising Librarian I.

AND

Education: Equivalent to graduation from a college or university and completion of a graduate degree from an accredited library school.

THE POSITION: The Supervising Librarian II is the full supervisory level in the series. Positions in this class either (1) plan, organize, and direct a medium to large staff of professional librarians involved in the work of a major function of the California State Library; or (2) direct the work of the largest, most complex departmental libraries or a large departmental medical or law library.

Position(s) exist with the California State Library in Sacramento and San Francisco.

SCOPE: In addition to evaluating the competitor's relative abilities as demonstrated by quality and breadth of experience, emphasis will be measured competitively, relative to job demands, based on each of the competitor's:

A. KNOWLEDGE OF:

1. Theories, objectives, principles, and techniques of librarianship.
2. Standard reference materials.
3. Established techniques and practices for classifying and cataloging materials such as the Dewey decimal system and the Library of Congress system.
4. Reference interviewing techniques, standard search strategies, commonly used bibliographic information sources, and professional journals in the library field.
5. Computer systems search capabilities.
6. Library purposes, trends, and organizations.
7. Complex bibliography terminology.
8. Subject fields and where they are located within the California Government.
9. Programs of major libraries in California.
10. Principles and practices of supervision.
11. A supervisor's responsibility for promoting equal opportunity in hiring and employee development and promotion, and for maintaining a work environment that is free of discrimination and harassment.
12. Advanced, complex problems of reference, research methods, cataloging, and other major library functions.
13. Principles of employee development and training.
14. Library administration and finance.
15. Economic and social trends as they relate to library program development.
16. The Department's mission, goals, policies, and programs.

B. ABILITY TO:

1. Apply professional knowledge to the practical problems of the job.
2. Establish and maintain cooperative relationships with library users, coworkers, supervisors, and others contacted during the course of the work.
3. Provide effective customer services.
4. Use computer programs, systems, and databases to perform professional library functions.
5. Analyze situations accurately and take effective action.
6. Communicate effectively.
7. Provide leadership and apply creativity in the formulation of needed changes in complex library program methods and procedures.
8. Modify standard library practices and techniques.
9. Adapt computer programs and systems for library program use.
10. Plan, organize, direct, and evaluate the work of professional and technical and/or clerical personnel.
11. Effectively promote equal opportunity in employment and maintain a work environment that is free of discrimination and harassment.

Career Credits will be added to the final score of all competitors who are successful in this examination and who qualify for these credits. Veterans Preference credits will not be granted in this examination since it does not qualify as an entrance examination under the law.

GENERAL INFORMATION

If the examination has a written feature, it is the candidate's responsibility to contact the California State Library, Human Resources Services Office at (916) 654-0202 three days prior to the written test date if he/she has not received his/her notice.

For an examination without a written feature it is the candidate's responsibility to contact the California State Library, Human Resources Services Office at (916) 654-0202 three weeks after the final filing date if he/she has not received a progress notice.

If a candidate's notice of oral interview, EDA or performance test fails to reach him/her prior to the day of the interview due to a verified postal error, he/she will be rescheduled upon written request.

State applications (Std. Form 678) are available at the California State Library, State Personnel Board, local Employment Development Department offices and online at www.spb.ca.gov/employment/stateapp.htm.

The California State Library reserves the right to revise the examination plan to better meet the needs of the service if the circumstances under which this examination was planned change. Such revision will be in accordance with civil service law and rules and all competitors will be notified.

Examination Locations: When a written test and/or oral interview is part of the examination, it will be given in such places in California as the number of candidates and conditions warrant. Ordinarily, oral interviews are scheduled in Sacramento and San Francisco. However, locations of interviews may be limited or extended as conditions warrant.

Eligible Lists: Eligible lists established by competitive examination, regardless of date, must be used in the following order: 1) sub divisional promotional, 2) departmental promotional, 3) multidepartmental promotional, 4) service wide promotional, 5) departmental open, 6) open. When there are two lists of the same kind, the older must be used first. Eligible lists will expire in from one to four years unless otherwise stated on this bulletin.

General Qualifications: Candidates must possess essential personal qualifications including integrity, initiative, dependability, good judgment, and ability to work cooperatively with others; and a state of health consistent with the ability to perform the assigned duties of the class. A medical examination may be required. In open examinations, investigation may be made of employment records and personal history and fingerprinting may be required.

Interview Scope: If an interview is conducted, in addition to the scope described on the other side of this bulletin, the panel will consider education experience, personal development, personal traits, and fitness. In appraising experience, more weight will be given to the breadth and recency of pertinent experience and evidence of the candidate's ability to accept and fulfill increasing responsibilities than to the length of his/her experience. Evaluation of candidate's personal development will include consideration of his/her recognition of his/her own training needs; his/her plans for self-development; and the progress he/she has made in his/her efforts toward self-development.

Career Credits: In open, nonpromotional examinations, career credits are granted to 1) State employees with permanent civil service status, 2) full-time employees of the State who are exempt from State civil service pursuant to the provisions of Section 4 of Article VII of the California Constitution, and who meet all qualification requirements specified by the Board and have 12 consecutive months of service in an exempt position, and 3) individuals who have served one full year in, or are graduates of the California Conservation Corps (eligibility shall expire 24 months after graduation for the California Conservation Corps.) Three points are added to the final test score of those candidates who meet the above criteria, and who are successful in the examination. Such examinations cannot be for managerial positions described in Government Code Section 3513. Competitors not currently employed in State civil service who have mandatory reinstatement rights may also be eligible for career credits, but they must explain their civil service status in the appropriate section of the application form 678 (Section 4 of Article VII of the California Constitution is posted at the State Personnel Board, 801 Capitol Mall, Sacramento.)

TDD is Telecommunications Device for the Deaf and is reachable only from phones equipped with a TDD Device. California Relay Telephone Service for the Deaf or Hearing Impaired: From TDD phones: 1-800-342-5966 From Voice Telephones: 1-800-342-5833

O (Rev. 5/07)